Bruhat Bengaluru Mahanagara Palike

Tender Notification No: BBMP/DCIO-IT/PR/34/2023-24(P-1) Dated: 30-01-2024

Short Term Tender Notification

The Deputy Chief Information Officer, BBMP IT Department on behalf of Chief Commissioner, BBMP invites Proposals through The Karntaka Public Procurement Portal from eligible companies for Procurement of 476 Printers to various BBMP Offices.

All interested bidders shall submit their Technical and Commercial bids electronically through e-Procurement portal (https://kppp.karnataka.gov.in).

The tender schedule is as mentioned below:

Tender Reference No	BBMP/DCIO-IT/PR/34/2023-24 (P-1)
Date from which Bid document is ready for download through Karnataka Public Procurement Portal of Government of Karnataka (https://kppp.karnataka.gov.in)	30-01-2024
Last date for seeking clarification if any	06-02-2024 @ 15-00 Hrs
Date of Pre-bid Meeting	07-02-2024 @ 16-30 Hrs
Last date and time for uploading of tender in Karnataka Public Procurement Portal platform	12-02-2024 up to 17-00 Hrs
Date and time of opening of tenders: Technical Bid & Technical Evaluation	13-02-2024 @ 11-00 Hrs
Date and time of opening of tenders: Commercial Bid (If Possible)	15-02-2024 @ 11-00 Hrs
Contact Person for queries	DCIO, BBMP IT Section, Telephone : 9480688000, E Mail: dcio-it@bbmp.gov.in
Place of Opening of Tenders and Address for communication	Office of the Deputy Chief Information Officer-IT, 2nd Floor, Annex-2 Building, NR Square, BBMP, Bengaluru - 560002
EMD Amount	Rs.5,00,000/- (Rupees Five Lakhs Only.)

-2-

Note: Completed tender shall be uploaded through Karnataka Public Procurement Portal of Government of Karnataka (https://kppp.karnataka.gov.in system only in the manner described under instructions to Tenderers of RFP Documents on or before the last date & time stipulated.

30/01/2024

(B Prabhakara)
Deputy Chief Information Officer
Bruhat Bengaluru Mahanagara Palike

Copy Submitted for Information:

1. PS to the Administrator, BBMP.
2. PS to the Chief Commissioner, BBMP.
3. Special Commissioner (IT / Revenue / Advertisement / TDR), BBMP
4. Special Commissioner (Administration / SWM / Projects), BBMP.
5. Special Commissioner (Finance), BBMP.
6. Special Commissioner (Elections), BBMP.
7. Special Commissioner (Forest, Environment, Climate Change Management and Education), BBMP.
8. Special Commissioner (Health / Markets / Welfare), BBMP.
9. All Zonal Commissioners of BBMP.
10. Director (IT), BBMP.
11. Engineer-in-Chief, BBMP.
12. Copy to Public Relation Officer to Publish in Kannada / English News Papers.
13. To Publish in BBMP Website.
14. Office Notice Board / Additional Copy.

Bruhat Bengaluru
Mahanagara Palike

Bruhat Bengaluru Mahangara Palike
Office of the Deputy Chief Information Officer-IT

Tender Notification No: BBMP/DCIO-IT/PR/34/2023-24 (Part-1)

Tender Document for Procurement of

476 Printers for BBMP Offices

Office of the Deputy Chief Information Officer (IT)
BBMP Head Office, 2nd Floor, Annex Building-2
N.R.Square, Bengaluru-560002
Ph: 9480688000, E-Mail: dcio-it@bbmp.gov.in

DEPUTY CHIEF INFORMATION OFFICER - (IT)
BRUHAT BENGALURU MAHANAGARA PALIKE

Bruhat Bengaluru Mahanagara Palike

IT-Department

Office of the Deputy Chief Information Officer-IT, 2nd Floor, Annex Building-2
NR Square, BBMP, Bengaluru - 560002
Ph: 9480688000, E-Mail: dcio-it@bbmp.gov.in

No. BBMP/DCIO-IT/PR/34/2023-24 (P-1) **Dated: 30-01-2024**

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DEPUTY CHIEF INFORMATION OFFICER - IT
BRUHAT BENGALURU MAHANAGARA PALIKE

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IT-Department

Office of the Deputy Chief Information Officer-IT, 2nd Floor, Annex Building-2 NR Square, BBMP, Bengaluru - 560002
Ph: 9480688000, E-Mail: dcio-it@bbmp.gov.in

No. BBMP/DCIO-IT/PR/34/2023-24 (P-1) **Dated: 30-01-2024**

Short Term Tender Notification

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All interested bidders shall submit their Technical and Commercial bids electronically through the Karntaka Public Procurement Portal (https://kppp.karnataka.gov.in).

The tender schedule is as mentioned below:

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BRUHAT BENGALURU MAHANAGARA PALIKE

Place of Opening of Tenders and Address for communication	**Office of the Deputy Chief Information Officer-IT, 2nd Floor, Annex-2 Building, NR Square, BBMP, Bengaluru - 560002**
EMD Amount	Rs. 5,00,000/- (Rupees Five Lakhs Only.)

Note: Completed tender shall be uploaded through the Karntaka Public Procurement Portal system only in the manner described under instructions to Tenderers of RFP Documents on or before the last date & time stipulated.

Deputy Chief Information Officer-IT
Bruhat Bengaluru Mahanagara Palike

Table 1: Other important information related to the tender

SL.NO.	ITEM	DESCRIPTION
1	Bid Validity Period	180 days from the last date of submission of proposals.
2	Last date for furnishing performance security	Within 15 working days from the date of issue of Letter of Intent.
3	Performance security value (Performance Bank Guarantee)	3% of contract value.
4	Performance security validity period	6 months from the date of end of contract.
5	Deadline / last date for signing contract	Within 15 working days of notice of award.

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Section – 1

Introduction

The BBMP IT Department requires Printers to BBMP Offices. The printer could be ink based or laser or ink-jet and evaluation will be as per the price bid format which is part of this tender.

With the objective to provide Printers at various BBMP Offices. Hence, the IT Department invites proposals from eligible bidders for providing a total of 476 No's Printers as per specification mentioned in Annexure-1 This tender is processed following the KTPP Act and Rules through Karnataka Public Procurement Portal of Government of Karnataka (https://kppp.karnataka.gov.in).

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Section-2

Scope of Work

1. **Technical Specification of the Printers:**
   The specifications of these are prescribed in Annexure – 1.
2. **Quantity Required:**
   Quantity required is 476 Printers etc to be supplied to BBMP Offices as per Annexure-6.
3. **Variation in quantity:**
   The quantity of items to be procured is indicative and the same may vary as per the project requirement and ± 25% at the time of issuing actual work order.
4. **Warranty**
   The materials supplied shall have 3 years on-site warranty against all the hardware parts and software and against all the damages. During the warranty and maintenance period, the bidder should conduct preventive maintenance once in a year besides attending calls.
5. **Scope of work**
   The successful bidder has to Supply, Install, Configure and Commission the Printers as per specifications in **Annexure-1** with on-site comprehensive warranty for 3 (three) years including all the hardware parts and software with on-site support.
6. **Schedule of Supply of Products:**
   The Printers and refill units/cartridges shall be delivered to the identified BBMP Offices and to be installed **within 4 weeks** from the date of receipt of purchase order; subsequently, the refill units (Ink Bottles or cartridges, as the case may be) for the Printers should be supplied within 2 working days after the placement of order. The bidder is solely responsible if the Printer/Refill Unit (Ink Bottles or cartridges) is damaged/not functioning before handing over to the respective Offices as per **Annexure – 6** and has to set right the issue if any.
7. **Period of Contract:**
   This contract shall be valid for a period of 24 months from the date of entering into the agreement. BBMP reserves the right to place orders for additional quantities as and when required during this period. BBMP retains the right to extend the contract for up to a period of 1 (one) year as per the same terms and conditions of this tender.

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Section 3

Pre-Qualification Criteria for Technical Bid

The bidder shall possess the following criteria as minimum qualification to be eligible:-

Sl. No	Eligibility Criteria	Documents to be submitted
1.	Bidder should furnish copy of the Registration document where the company is registered under Indian Companies Act 1956/ Partnership Act 1932 /Proprietorship Act.	A copy of "Certificate of Incorporation" of the company / proprietor.
2.	Bidder shall be authorized dealer and shall submit Manufacturer Authorization Form (MAF) *as per Annexure-5 or if Bidder is* OEM, declaration shall be furnished to that effect as per Annexure-4.	***Annexure-4***
3	The bidder/OEM should be ISO 9001 certified and in business for the last 3 years.	Copy of Valid Certificate to be enclosed.
4	Bidder should be registered under GST and should submit proof of filing GST returns for the past 12 tax periods.	Documentary evidence to be provided.
5	The bidder shall provide documentary proof of IT returns filed for previous three financial years.	*IT Returns should be submitted*
6	The bidder should have average turnover of Rs. 3 Crores per annum in the last 3 financial years from printer supplies and positive net worth (CA certificate to be enclosed)	**Annexure-3** Copy of the audited Balance Sheet and Profit and Loss statement of the company showing turnover of the company for last three years.
7	The bidder should have successfully executed Purchase Order worth Rs 2 Crores for Government Departments in Karnataka or Central Government or Government owned PSU or any other agencies for IT hardware products/Printer, Ink Printer Supplies in any of the last 3 financial years.	Customer PO copy and confirmation letter from the authority for having successfully executed the contract to be enclosed. (Also Year-wise excel sheet of all the work orders should be uploaded)
8	Company Information shall be furnished as	

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	per Annexure-5. Bidder/OEM should have Corporate/Regional office with good service and technical support team at different BBMP limits with authorized service centres with minimum of 2 service engineers in each of the service centres in the State of Karnataka.	**Annexure-5**
9	The bidder should not have been blacklisted by any organization in Karnataka for any reason whatsoever.	Self-Declaration Certificate should be enclosed on Rs 20 Stamp Paper duly Notarised.
10	*The bidder would provide letter of* compliance of the Technical specification indicated in Annexure-1	**Annexure–1**

Note:-

a. As part of technical proposal the following information must be submitted which will be used to understand and interpret the financial or commercial bid.

b. NOTE – DO NOT SUBMIT ANY FINANCIAL BID INFORMATION IN THE TECHNICAL BID ELSE THE BID SHALL BE IMMEDIATELY REJECTED.

   (i) Number of printers needed for 1-lakh standard test page prints = _____

   (ii) Number of cartridges or refill units needed for 1-lakh standard test page prints = _____

c. If the proof for qualification criteria is not satisfactory, Department may investigate further. The decision of the Department on accepting the proof will be final and not negotiable.

d. All decisions of the tender scrutiny committee will be final.

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Section-4

Service Level Agreement and Penalty

1. Responsibilities of the Successful Bidder: -

a) The bidder should Supply, Install and Configure Multifunction Printers with refill Unit/cartridges as per Annexure-1, Annexure-2 and Annexure-3 to all various BBMP Offices and any other designated locations within 4 weeks.

b) Subsequently, the bidder should provide Refill unit (Ink Bottles or cartridges) within 2 working days from the date of receipt of purchase order.

c) Bidder is responsible for maintaining stock of Refill unit (Ink bottle or cartridges) throughout the contract period.

d) Provide comprehensive on-site maintenance of Printers with refill Unit or cartridges for 3 years.

e) Any damages to the Printers within the warranty period should be immediately repaired or replaced within 3 working days.

f) The bidder must provide details of service centres with Complaint Management System. It should have a full-fledged Service Desk which will be a Single Point of Contact (SPOC) for all the users. The Service Desk should receive all Complaints via Phone/Mail and provide satisfactory resolution.

g) The Bidder should furnish its Complaints Escalation Matrix, clearly indicating all Resolution Levels from bottom to top, Contact Persons with Contact Numbers/ e-Mail IDs for each level.

h) Performance Bank Guarantee: -

The successful bidder, within 15 days from the date of issue of letter of intent, will submit Performance Bank Guarantee of 3% of the value of the tender to IT Department valid for a period of 36 months.

i) **Contract Agreement**: -

The Successful Bidder has to execute agreement in Rs.200/- Bond paper within 20 days from the date of issuance of Purchase Order on behalf in the form approved by the BBMP IT Department.

j) **Information Sharing**:-

Item description, make, model, items serial numbers, Date of supply, Date of warranty, Escalation Matrix are to be affixed in a sticker on individual unit and consolidated data shall be furnished to the BBMP IT Department in excel sheet.

k) Printer Yield:-

The bidder shall achieve per page cost as per bid rate per page for the supplied ink bottle/cartridge calculated by dividing the cost of an ink bottle/cartridge by total pages printed from a sample ink bottle/cartridge. This shall be tested by randomly selecting an ink bottle/cartridge from the supplied lot and conducting print test. The bidder shall give ISO test page for use in print test. In case per page cost exceeds bid rate, the corresponding payment shall be deducted from ink bottles/cartridges supplied using the following formula:-

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Deduction in Rupees per page = X * [Y/Z _ Bid cost per page]

(If Y/Z >Bid cost per page)

X= No of ink bottles supplied since last test.

Y= Cost of ink bottles.

Z= No of pages printed in test.

2. Penalty for delay in Supply and installation:-

a) For Printers: For delay in supply and installations of Printers within 4 weeks from the date of receipt of purchase order, penalties as indicated below table would be applicable and the penalty amount will be deducted.

Sl. No	Penalty Period	Penalty Levied For The Delay
1	After completion of 4 weeks from the date of receipt of purchase order.	Rs. 100/- per day per Printer (Inclusive of Government holidays)
2	After 6 weeks from the date of receipt of purchase order.	Rs. 200/- per day per Printer (Inclusive of Government holidays)
3.	After 8 weeks from the date of receipt of purchase order.	Rs. 300/- per day per Printer (Inclusive of Government holidays)

b) **For Refill unit or the Cartridges**: For delay in supply of Refill unit or cartridges within 2 working days from the date of receipt of purchase order, penalties as indicated below table would be applicable.

Sl. No.	Penalty Period	Penalty Levied for the delay
1	After completion of 2 working days from the date of receipt of purchase order.	Rs. 50/- per day per Refill Unit set or cartridges (Inclusive of Government holidays)
2	After 7 days from the date of receipt of purchase order.	Rs. 100/- per day per Refill Unit set or cartridges (Inclusive of Government holidays)
3.	After 10 days from the date of receipt of purchase order.	Rs. 150 /- per day per Refill Unit set or cartridges (Inclusive of Government holidays)

c) Any damages for the Printer within the warranty period should be immediately repaired or replaced within 5 working days or else Penalty of Rs.300/- per day per

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Unit will be deducted from the PBG.

d) Any outstanding Penalty amount due on the date of submission of Invoice of Printer Refill Unite will be straightaway deducted from the bill.

e) If there is no bill pending for payment then the penalty amount will be encashed from PBG.

f) Penalty Cap:-

The total penalty amount should not exceed 10% of the total value of the Tender. If the penalty for non-installation of Printers / not repairing within time /non delivery of Refill units (Ink Bottles) reaches 90% of the value of the Performance Bank Guarantee, the Department may forfeit Bank Guarantee and Cancel purchase order.

3) Terms of Payment:-

The payment terms shall be as follows:

a) No advance payment shall be paid for the supply of Printers and refill units or cartridges.

b) The Bidder should submit the following documents for payment to the Deputy Chief Information Officer, BBMP IT or such authority as may be informed in this regard:

1. Original invoice
2. Original Delivery Challan.
3. Original installation report.
4. Relevant Photos.

c) Payment shall be processed in full on receipt of the above documents and any outstanding amount due from the bidder will be deducted from the bills.

d) Payment for subsequent supply of ink bottles or cartridges will be made by the respective Offices upon submission of invoice and duly attested delivery Challan and installation report.

e) BBMP is entitled to make recoveries of GST, TDS and penalties, excess payment and applicable taxes from bidders invoice if lawfully needed.

f) In case of any change in rate of applicable GST, the difference of tax will be absorbed by BBMP.

g) The bidder shall submit completion certificate in proper manner required by this office. Incomplete submission of completion certificate will delay the payment.

Note: The above reports shall be duly signed with seal and signature of the authorized person where the hardware is delivered / installed.

B) <u>Litigation</u>

a) Amicable Settlement :-

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.

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BRUHAT BENGALURU MAHANAGARA PALIKE

b) *Dispute Settlement* :-

Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement to the Chief Commissioner, Bruhat Bengaluru Mahanagara Palike whose decision shall be final.

c) Arbitration:-

In case either party is not satisfied with the decision of the above committee, they can institute arbitration proceedings as per Indian Arbitration and Conciliation Act, 1996, after a 30 day notice period. Any dispute or difference or claim arising out of or in connection with or relating to the present contract or the branch, termination or invalidity thereof, shall be referred and settled under the Arbitration Centre, Karnataka (Domestic and International) Rules 2012, by one or more Arbitrators appointed in accordance with its rules. Arbitration proceedings shall be held in Bengaluru and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

C) Termination of contract:-

IT Department reserves the right to cancel the contract placed on the bidder if:

(a) The bidder commits breach of any of the terms and condition.

(b) The bidder goes into liquidation voluntarily or otherwise.

(c) The service is found unsatisfactory during the warranty period.

(d) The bidder supplies counterfeit / fake items.

(e) The OEM terminates the contract with bidder.

(f) The bidder wins the contract by misrepresenting facts relating to documents submitted for evaluation.

(g) The bid winner has attracted penalties more than 90% of the PBG amount or persistent defaulter in supplies which means non-attendance of warranty covered issues or non-supply or delayed supply of refill units or cartridges which add up to more than 3 months of delays on average. For example if three refill units or cartridges are delayed by 5, 7 and 13 days respectively then the supply on average is delayed by (5 + 7 + 13)/3 = 12.5 days. If this average summed up delays goes beyond 3 months then termination may be ordered.

DEPUTY CHIEF INFORMATION OFFICER - (IT)
BRUHAT BENGALURU MAHANAGARA PALIKE

Section – 5

General Tender Conditions

1. Each bidder should submit only one tender.
2. The bidder should not have been blacklisted by any organization in Karnataka for any reason whatsoever.
3. The bidders shall quote in Indian Rupees and the quoted price shall be inclusive of all taxes, duties, statutory levies, supplying, installing, commissioning, freight and forwarding. Any Change in the quoted price is not allowed after the submission of the bid.
4. The bidder shall be responsible for all the costs associated with the preparations and submission of tenders.
5. The tenders shall remain valid for a period of not less than 180 days after *the date of opening of tenders.*
6. At any time prior to the date and time of submission of the tenders the Bhoomi Monitoring Cell may issue any amendments to this tender document.

Earnest Money Deposit (EMD):-

- The Bidders shall submit, along with their Pre-qualification cum Technical Bid, Bid security or EMD of Rs. 5,00,000/- (Rupees Five Lakhs Only).
- Unsuccessful bidders' Earnest Money Deposit will be refunded as promptly as possible but not later than 60 days after the expiration of the period of tender validity prescribed.
- The bid security is required to protect the BBMP against the risk of Bidder's conduct, which would warrant the security's forfeiture. No interest will be payable by the BBMP on the amount of the Bid Security. The bid security may be forfeited if a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.

Pre-Bid Meeting (PBM):

IT Department shall make best efforts to respond to any request for clarification for the Tender Document to the prospective bidders. Such requests are to be made in writing or through mail and are to be received by Department at least 1 working days before the Pre-Bid Meeting as per the date and time mentioned in the Schedule. The clarification will be uploaded in e-portal itself after the pre-bid meeting.

Submission, Receipt and Opening of Bids Timeline:-

DEPUTY CHIEF INFORMATION OFFICER : (IT)
BRUHAT BENGALURU MAHANAGARA PALIKE

The Original proposal shall be uploaded in the e-Procurement portal of Government of Karnataka on or before the due date. Tentative dates are mentioned in the Tender Schedule. Any changes in the schedule will be intimated in the e-Portal itself. Separate Communication will not be done; hence, bidders are requested to go through e-Portal on regular basis.

Unresponsive Bids:-

Bids with incomplete documentation will be treated as non-responsive and summarily be rejected. Bidders are hereby directed to ensure that all documentation/supporting documentation including documentary evidence in support of qualification criteria, testimonials, etc., are complete and submitted as part of the Bid.

Bid Format:-

The tender is of Two Bids Proposal which consists of Technical and Commercial bids - to be submitted separately by the bidder on or before the specified date and time in e-Procurement Portal in relevant fields only. No manual submission is permitted and uploading of commercial bid in any other format is not permissible. Manual submission / uploading commercial bid in any other formats are liable for rejection.

a) Technical Bid:-

Technical Specifications - Compliance sheet is to be Filled/ Enclosed in column 4 of Annexure-1, bidder shall specify the technical parameters in excel sheet only. In support of technical parameters, bidder shall upload data-sheet, technical brochure which shall be part of the Annexure -1 and are required for needful scrutiny. Uploading Annexure-1 is mandatory. Supportive documents with regard to Annexure-3, relating to turnover shall be uploaded. A technical committee which is part of the Tender Scrutiny Committee shall evaluate and decide whether the technical specifications of bidder meet the minimum prescribed technical conditions.

As part of technical proposal the following information must be submitted which will be used to understand and interpret the financial or commercial bid. NOTE – DO NOT SUBMIT ANY FINANCIAL BID INFORMATION IN THE TECHNICAL BID ELSE THE BID SHALL BE IMMEDIATELY REJECTED.

(iii) Number of printers needed for 1-lakh standard test page prints = _____

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BRUHAT BENGALURU MAHANAGARA PALIKE

(iv) Number of cartridges or refill units needed for 1-lakh standard test page prints = _____

b) Commercial Bid:-

Bidder shall upload his offer for 1,00,000 (One lakh) pages print cost inclusive of Printer cost, Refill units or Cartridge cost, maintenance cost, GST, all taxes, freight and forwarding, etc. including 3 years warranty period, in respective commercial bid column fields in e-Procurement portal only. The Commercial Bid format as in Annexure-2 is for detailing purpose and actual bid shall be as per the Karnataka Public Procurement Portal format. The Bidder should not submit Commercial bid manually which will lead to summary rejection of the bid. Bidder shall not upload commercial document in any form other than entering the price offers in relevant fields as mentioned in e-Procurement portal. The determination of L1 Bidder will be based upon the least price for one lakh pages print cost as per Annexure-2.

c) Bid Evaluation: The technical bid and Commercial bids of technically qualified bidders will be opened in e-portal as per the Tender schedule.

Award of Contract:

The contract will be awarded to the successful L1 Bidder whose Bid has been determined to be substantially responsive, with reasonableness and the least cost bid. However, the decision of IT Department, BBMP is final in this regard.

- BBMP IT Department is not liable or responsible for any error/ problem that may be faced while uploading bid in e-procurement portal, online failure or any other reasons.
- BBMP IT Department reserves the right to cancel the tender for any reasons.

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Annexure – 1

Technical Specifications For The Printer			
Sl No	**Parameter**	**Description**	**Bidder's Compliance With Complete Information**
1	Device type + Model and make	Printer	
2	Capabilities	Auto duplex printing (bidirectional) with best quality mode of printing	
3	Printing Technology/Type	Inkjet/ Ink tank (ink bottle)/laser	
4	Printing Output	Monochrome	
5	Printing Speed	20 PPM or more at minimum 600 DPI resolution	
6	Printing Resolution	75,150,300 & 600 dpi	
7	Supported Paper Sizes	A4, Letter & Legal	
8	Compatible paper weights	80 GSM or More	
9	Connectivity	USB 2.0	
10	Compatible OS	All the supported versions of Microsoft windows	
11	Input tray capacity	More than 100 pages	
12	Output tray capacity	More than 30 pages	
13	Operating power supply	230V, 5A power supply and consume less than 100 W (electric power)	
14	Accessories	Power cable, USB cable, Network Cable.	
15	Energy compliance	Must be energy star qualified	
16	Special requirement	1. The printer unit should be shipped with full one unit of Inkjet refill.	
		2. The printer should have the capability to count the pages printed and generate (Page count report)	
17	Warranty	3 years OEM onsite warranty	
18	End of life	The printer should not reach its end of product-life in the next 36 months. (Document proof to be enclosed.)	
19	Printing Cost	The printer should be cost-effective per page cost should be less than 50 paisa/page	
20	Ink bottle or cartridge requirement	Compact integrated ink tank or cartridge design with features of spill free and error free refilling/change, water resistant print	
21	Black ink bottle/cartridge yield	Minimum 6000 A4 pages	
22	Minimum Life Cycle of printer	50,000 prints	

(Signature)
Name & Designation
Seal of office

CHIEF INFORMATION OFFICER
BRUHAT BENGALURU MAHANAGARA PALIKE

Annexure- 2

Commercial Bid Format

Sl No	No of Printers needed for 1,00,000 (One lakh) standard "Test" Prints	Rate per Printer (in Rupees)	No of Refill Units or cartridges needed for 1,00,000 (One lakh) standard prints	Rate per refill unit or cartridges (in Rupees)	Total cost for 1,00,000 (one lakh) prints 6=(2 x3) +(4 x5)
1	2	3	4	5	6

Note:-

1. The technical specifications of printers & refill units shall be as per Technical bid.
2. As part of technical proposal the following information must be submitted which will be used to understand and interpret the financial or commercial bid. NOTE – DO NOT SUBMIT ANY FINANCIAL BID INFORMATION IN THE TECHNICAL BID ELSE THE BID SHALL BE IMMEDIATELY REJECTED.
   (v) Number of printers needed for 1-lakh standard test page prints = _____
   (vi) Number of cartridges or refill units needed for 1-lakh standard test page prints = _____
3. The bidder shall quote per printer cost and number of printers needed for taking 1,00,000 (One lakh) standard test page prints as per life of the printer (if life of printer is, say, 70000 standard test page prints then number of printers needed for 1-Lakh prints = 100000/70000 = 1.43 (round off to second decimal place)). The bidder shall maintain printer as per AMC until its life is complete. Similarly Bidder shall quote per refill unit or cartridges cost and no of refill units or cartridges needed for taking two lakh prints.
4. Financial bid is sum of two quotes as in Column "6" and will decide L1.
5. The determination of L1 Bidder will be based upon the least price for one lakh *pages print cost. i.e. Col.6.*

(Signature)
Name & Designation
Seal of office

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BRUHAT BENGALURU MAHANAGARA PALIKE

Clarification:

1) No of printers needed for 1,00,000 standard prints:

- In case the bidder is bidding for Printer-A which has a lifespan of 50,000 prints / pages, then the number of printers needed for 1,00,000 standard prints will be 2. The same number shall be entered in Col.2 of Annexure 1.1 to arrive at the total cost for Two lakh prints.
- In case the bidder is bidding for Printer-A which has a lifespan of 2,00,000 prints / pages. In such case, the number of printers needed for 1,00,000 standard prints will be 0.5. The same number shall be entered in Col.2 of Annexure 1.1 to arrive at the total cost per One lakh prints.
- The higher the number of printers required to print One lakh prints & the cost of printer, the higher will be the quote of the bidder.
- This financial bid allows supply of printers and refill units or cartridges as per quoted rates thereof during the contract period subject to deductions as per Section 4 Para 1 and clause (k) and (l).

2) No of refill units needed for 1,00,000 standard prints:

- This would depend upon the yield of refill unit or cartridge which the bidder quotes. In case the yield of the refill unit or cartridge is 10,000, then the number of refill units needed for 1,00,000 lakh prints is 10.
- The higher the number of refill units required to print One lakh prints & the cost, the higher will be the quote of the bidder.

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Annexure – 3

Format for Experience / Turnover Information

Total turnover of the bidder during the preceding 3 years

Financial year	Details of Printers with refill Unit / Printers Sold	Turnover in INR (Rs. In Lakhs)
2020-21		
2021-22		
2022-23		

Note:

Provisional / Draft Turnover Certificates will not be entertained. All such will be rejected.

Seal and Signature of the Authorized person

Note:

Bidder shall upload documents supporting the information furnished a per Annexure-3 along with Index and summary in excel, year wise as per below format.

Year:

Sl. No	Work Order No	Date	Details of *Product* supplied	Supplied To	Amount

Note: BBMP reserves the right to obtain additional information at the time of technical evaluation.

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Annexure - 4

Manufacturer Authorization Form (MAF)

Ref No:BBMP/DCIO-IT/PR/34/2023-24 (P-1) **Dated: __-__-2024**

To:

The Deputy Chief Information Officer-IT,
Second Floor, Annex-2 Building,
NR Square, BBMP,
Bengaluru – 560002
Email: dcio-it@bbmp.gov.in
Ph: 9480688000

Dear Sir /Madam,

Sub: Supply of Printers to various BBMP Offices.

We authorize M/s XYZ Limited, Bengaluru to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and or the contract for the equipment and services offered against this invitation for tender offer by the M/s XYZ Limited <Bidder name>, Bengaluru. We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process during the contract including warranty period of three years from the date of award.

In case, this authorized bidder during the warranty period fails to extend the required technical support for any reason as per the tender terms, we are submitting an undertaking that as an OEM, we shall take over the responsibilities unconditionally.

Yours Faithfully,

Seal and Signature
Of the Authorized Person

DEPUTY CHIEF INFORMATION OFFICER - IT
BRUHAT BENGALURU MAHANAGARA PALIKE

Annexure - 5

Company Contact Information for Communication

This Information Is Needed In Case It Is Found Necessary to Communicate Regarding This Tender

Sl. No.	Item Description	Details
1	Business Name of the company and its Registered office address	
2	Postal address of the bidder	
3	Name of the authorized Representative and designation who is uploading this RFP *tender bids*	
4	(a) E-mail- id (b) Alternate email –id	
5	(a) Contact Number (b) Alternate contact number	
6	Bidder / OEM shall enclose Information of the Corporate/ Regional/ authorized service centres list as per clause 8 of Section 3 (Additional Sheet shall be enclosed endorsing the Address and Contact Details of each Centre)	

Seal and Signature of
The Authorized Person

DEPUTY CHIEF INFORMATION OFFICER - (IT)
BRUHAT BENGALURU MAHANAGARA PALIKE

Annexure - 6

Places where Printers to be supplied to various BBMP OFFICES

BBMP Offices Printer Supply Locations

Sl No	Offices / Location
1	2
1	Dasarahalli Zone (Revenue & Engineering Offices) (Details will be Provided Later)
2	Public Relation Office - Head Office
3	Nodal Officer HR Maintenance-2 / JC Dasarahalli - IPP Centre, Malleshwaram
4	Assistant Commissioner (Advertisement) (Head Office)
5	Head of the Legal Cell - Head Office
6	Revenue Department all Zones (Details will be Provided Later)
7	O/of the IT Department - Head Office
8	Chief Engineer Lakes Head Office
9	Deputy Conservator of Forests Head Office
10	Tahashildar Lakes Head Office
11	Assistant Commissioner Recruitment Head Office
12	Zonal Commissioner (South) Jayanagara
13	Executive Engineer Project (Central-10) Head Office
14	Chief Engineer (QC) Head Office

Note: These locations are indicative may vary at the time of installation.

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